

Technical Branch
Cultural Group
Library Series

LIBRARY ASSISTANT

09/96 (SAC)

Summary

Under immediate supervision, maintain shelves of library materials and provide basic patron service.

Typical Duties

Sort and shelve library materials. Involves: collecting materials received from book drops, other libraries, and patron reading tables; arranging and shelving in order of prescribed classification criteria; shifting materials on shelves or rack to maximize use of space; reading shelves to insure materials are in proper order; repairing damaged materials as assigned.

Process patrons through circulation desk and provide the more routine types of patron assistance. Involves: checking materials in and out through the circulation desk; notifying patrons of overdue books and fines; receiving money and calculating and issuing change; answering routine requests, such as directing patrons to stacks where specific materials are kept or to person who can answer more detailed questions; assisting patrons with ordinary use of computer catalog terminals, copy machines or other library equipment.

Perform other duties as required. Involves: substituting, if assigned, for immediate supervisor, or coworkers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of customer service; assisting with library programs and events, as assigned; performing clerical tasks such as typing, filing, and answering phones.

Minimum Qualifications

Training and Experience: Graduation from high school; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of: English grammar, punctuation, spelling and arithmetic; numerical filing procedures. Some knowledge of: library classification systems including the Dewey Decimal System.

Ability to: learn operation of moderately complex computer automated library systems; understand and follow oral and written instructions; maintain effective working relationships with fellow employees and the general public; deal with a high volume of work in a short period of time.

Skill in the safe operation and care of common office equipment including mainframe terminals and personal computers.

Physical Requirements: sit and stand for extended periods of time assisting patrons, inputting data and checking in and out materials; climb step stools and reach overhead to place books on top shelves (up to 8 feet high); frequently required to move heavy objects, including carts loaded with books.

Special Requirements Work evenings and weekends.

Director of Personnel

Department Head